

Building Administrator Roundtable
March 20, 2013
11:30 – 1:00 pm
University Union – Old Union Hall

Minutes

1. **Welcome** – JoAnn Navarro
2. **Leadership Development Program for Supervisors** - JoAnn Navarro and Carol Bell introduced the “Leadership Training Program. The program will begin in the fall of 2013. This program will be open to all faculty and staff on campus who supervise other employees. More detailed information on the program, including the nomination form, can be found at:
<http://www2.binghamton.edu/uctd/leadership/index.html>.
3. **Binghamton University Business System (SUNY System) Update** - Carol Bell handed out a Training Schedule for UCTD and encouraged everyone who uses Oracle to sign up for training sessions that pertain to their specific needs. All training sessions will be held in the Training Center.
 - **BU Business Systems Purchase**- 60 minute class
 - **Travel Expense Reporting**- 30 minute class
 - **P-card**- 30 minute class
4. **Key Management Software** - Dave Martin gave an update on SimpleK Key Management Software. The testing phase will begin in April by Physical Facilities and Building Administrators. Physical Facilities will test for 2 weeks. Physical Facilities and Building Administrators will reconvene for questions and answers; and additional advanced training with software developer. They will test for an additional 60-90 days. There will be Web-based interface for testing by several users simultaneously. The test database consists of 2000+ Binghamton University employee names, departments and B#’s. SimpleK test database also contains all pertinent key, door and core information extracted directly from the existing Lock Shop database. There will be a Google Groups based Listserv and Forum for testers to discuss questions, issues, bugs, etc. with fellow testers, ITS, and a representative from SimpleK. Goals, expectations, and objectives of the test group will then be reviewed. Information will be gathered from testers that will ensure that mistakes made during the test phase are not repeated in the future. A report will be written as to the status of the software.
5. **Physical Facilities-Summer Construction and Maintenance Updates** - Sally Oaks and Jesenko Muftic made presentations.
 - Progress continues of the University Union North Renovation/Food Service Area
 - Dickinson Dining Hall Renovation has been awarded and will be complete in the spring of 2014. The dining hall will be transferred into a student services center.
 - East Campus Housing-O’Connor, Johnson and Digman will open in August 2013. Rafuse will open in January 2014.
 - Phase 4 of the East Campus housing will make up the new Dickinson Community
 - Engineering Building Renovation are about 2/3 of the way complete on the third floor
 - Center of Excellence –This two-story building will connect the Biotechnology Building and the Engineering and Science Building at the Innovative Technologies Complex.
 - Science II-Installations will take place when the classrooms are unoccupied and in labs during their reconstruction. The rooms involved are 254,255,256,257,258,259, and 261

- Classroom Renovation in Fine Arts are underway in rooms 343, 345, 347 & 349
- O'Connor and Johnson renovations are in design
- HTHW Line Replacement Between Science 2 and Science 3 is progressing

For further details go to the Physical Facilities web page at: <http://www2.binghamton.edu/physical-facilities/construction-news.html>

6. **Open Forum** - A concern was brought up regarding Building Administrators not being notified of work being done in their buildings. Jesenko Muftic said that they try to get the information out as soon as possible; sometimes the contractors don't give them notice or that their schedules change. They will try to do a better job and get the information out to those involved.
7. **Next Meeting – Wednesday, October 16th, 2013 (Location: UU – Old Union Hall)**
8. **Comments to: JoAnn Navarro (jnavarro@binghamton.edu)**